

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
OSWEGO VILLAGE PRESIDENT AND BOARD OF TRUSTEES
OSWEGO VILLAGE HALL
100 PARKERS MILL, OSWEGO, ILLINOIS
March 16, 2020**

CALL TO ORDER

President Troy Parlier called the meeting to order at 6:02 p.m.

ROLL CALL

Physically Present: President Troy Parlier and Trustees James Marter, Terry Olson, Pam Parr, Luis Perez, Judy Sollinger and Brian Thomas.

Staff Present: Dan Di Santo, Village Administrator; Tina Touchette, Village Clerk; Jeff Burgner, Police Chief; Jenette Sturges, Community Engagement Coordinator, Marketing; Jay Hoover, Building & Zoning Manager; Karl Ottosen, Village Attorney; and Ryan Morton, Village Attorney.

CONSIDERATION OF AND POSSIBLE ACTIONS ON-ANY REQUESTS FOR ELECTRONIC PARTICIPATION IN MEETING

There was no one who requested to electronically participate.

PUBLIC FORUM

Public Forum was opened at 6:03 p.m. There was no one who requested to speak; the Public Forum was closed at 6:03 p.m.

OLD BUSINESS

There was no Old Business.

NEW BUSINESS

F.1. COVID-19 Update

Administrator Di Santo addressed the Board regarding an update on COVID-19. On March 10, the World Health Organization declared the current spread of the novella coronavirus COVID-19 a global pandemic. As of March 11th, 938 cases have been confirmed in the U.S. and 25 cases have been confirmed in Illinois. The Centers for Disease Control and Prevention, the Illinois Department of Public Health, and the Kendall County Health Department have continued to provide guidance on appropriate measures to slow the spread of the virus. The top priority of the Village is protecting the health and safety of our residents and employees. Staff continues to prepare for and monitor the spread of COVID-19. The plan is to focus in on education, planning and ensuring continuity of operations.

Staff preparedness

We are taking several proactive measures to prepare staff ahead of any potential coronavirus contamination, both for staff health and safety and continuity of operations. Current preparations include:

- Distributing updates and educational information to staff regarding the virus
 - Good hygiene
 - Staying home if ill
 - How to prevent exposure based on job duties
- Village has ramped up cleaning protocols; especially in shared spaces
 - Procured that the janitorial contractor is using EPA-recommended cleaning products to disinfect common and shared areas on a routine basis

- Installing additional hand sanitizing stations and provided hand sanitizers throughout buildings
- Added one additional cleaning day per week to all Village facilities; ensuring that doorknobs, handrails and surfaces are disinfected
- Personal protective equipment (PPE)
 - CDC recommends latex gloves and N95 respirators as appropriate PPE for any individuals who may need to be in contact with an infected or potentially infected person.
 - Staff inventoried available resources and ordered additional masks, gloves, gowns, and safety glasses.
 - Indications are that additional PPE will be available through regional and state resources in the event of widespread virus outbreak, but we also want to ensure we have the resource necessary to protect staff.
- Procedure modification
 - Community exposure risk is highest for police personnel
 - Police Department is modifying certain procedures to limit potential contact with potentially infected individuals.

Public Preparedness

The Village is relaying information from the Kendall County Health Department, as our regional health resource, through our social media resources. Additionally, staff is regularly reviewing CDC information and monitoring other state and federal resources for updates. The current goal is to provide public information to ensure that Village residents are getting timely, factual updates regarding the virus.

Pandemic Preparation

The management team continues to discuss steps necessary for operations continuity and identified critical operations, and what, if any, impact COVID-19 would have. Staff will continue to refine the plans based on the progression of the virus in Illinois and in the region. Discussions have included building closures, teleworking, and event postponement and cancelation. We do not foresee any problems continuing critical operations with minimal staffing and remote work.

The situation is rapidly evolving in the U.S., and in Illinois. President Trump issued special cautions to slow the spread. Such as avoiding social gathering of groups of 10 or more people; avoid eating or drinking in restaurants, bars and food courts; avoid gyms, discretionary travel, nursing homes and social visits. COVID-19 is 35 times-38 times more deadly than the flu. Governor Pritzker announced on March 15, 2020 the mandatory closure of all bars and restaurants in the State of Illinois beginning at 9:00 p.m. on Monday, March 16th through March 30th. Additionally, Executive Order No. 5, from the Governor, included:

- Practice social distancing of at least six feet
- Staying at home if sick
- Recommended cancellation or postponement of in-person events that consist of 50 or more
- Effective March 18th, all public and private gatherings of 50 or more people are prohibited; there is no end date
- One week waiting period suspended for unemployment filing
- Suspension of certain rules for Open Meetings Act; can meet electronically without presence of a quorum

Staff is continuing to meet and discuss any necessary changes in plans based on the latest developments.

Board and staff discussion focused on this meeting could be the last meeting we will all physically attend; how public comment will be handled; IT Director will handle the logistics of electronic attendance and public comment at meetings; don't need to decide now; WebEx is limited to 50 attendees and is free; possible Facebook Live meetings; staff will limit the agenda items for the upcoming meetings; could be a challenge or lawsuits with the Governor's Executive Order on bars and restaurants; courts are closed for 30 days and only hearing emergency cases; documenting all information for reimbursement; tremendous impact to businesses; Director Cole is doing outreach; best way to accommodate; waiving late fees; COVID-19 response page on the Village's website; bartenders and waitresses rely on tips; Village operations are open; customer interaction over the phone or by email at 630-554-3618; all Village staff that can work from home are; limited staff at Village Hall, Public Works and the Police Dept.; increasing cleaning services; use the See-Click-Fix app available on the Village's website;

inspections prioritized for business and development; staff is reviewing plans at home; keeping a 6 feet distance; keeping personnel safe and trying not to go into buildings; emergency meeting being scheduled after this meeting; ordinance for approval of a local state of emergency and a proclamation will be presented for vote at the emergency meeting; reimbursement opportunities; no cases currently in Oswego or Kendall as of today; virus will eventually get to every part of the country; third action during the emergency meeting is to extend the declaration through April 7th to avoid having a special meeting; adding consideration to extend the declaration of a local emergency to all future meetings under old business.

Actions from the Village

- Water service remains uninterrupted
- Suspend shut offs through April 15th
- Waiving late fees to April 15th
- Paying bills online
- Reinstating pay by phone through Finance at 630-554-3618
- Business registration, liquor license, tobacco license payments extended to June 1st for the due date
- Lifting noise restrictions on trucks; deliveries can be made any time of the day
- Allowing storage containers behind the stores
- Commission and adjudication meetings cancelled through April 15th
- Village Board meetings to continue
- Planning & Zoning Commission to meet at next scheduled meeting date

Additional discussion focused on getting more information out on the website; visiting the CDC and IDPH websites; no decision made yet for Wine on the Fox; possibly moving the event to the Fall; will know more about the event by April 7th; preparing the budget ordinance; discretionary spending; non-essential spending; providing the Board with a list of items; budget comparable; will take three months to find out the impact; Home Rule Sales Tax; grab retail partners to see the COVID-19 impact and revenue numbers on a voluntary basis; providing additional sick leave and pay to employees; added expense; tax credits for private businesses; could be an unfunded mandate for local government; lifting the max vacation cap; staff to provide other temporary benefits to the Board; additional budget discussion to take place in April. There was no further discussion.

F.2. Discussion and Direction Regarding Building Code Update from 2008 NEC and 2009 ICC to 2017 NEC and 2018 ICC Codes and Local Building Amendments.

Manager Hoover addressed the Board regarding the building code update. Oswego currently utilizes nationally recognized codes to review building plans and construction standards. Most recently, the Village adopted the 2008 National Electric Code (NEC) and the 2009 International Code Council (ICC) for building codes. These codes are updated approximately every three years to reflect new building trends and to address issues in the construction industry. In the past, the Village adopted an updated version of the Codes relatively frequently, to insure safe construction standards within the Village. The Village typically does not adopt Codes when they are first released to allow time for the building community to react and adapt to any new standards that may be in the current codes. Staff is exploring the option of adopting the 2017 NEC and the 2018 ICC regulations for construction within the Village. There are several reasons that staff believe it is an appropriate time to update the building regulations:

- Current set of regulations are approximately 10 years old.
- The 2017 NEC and 2018 ICC are designed to accommodate current building standards and techniques and could assist the building community by providing a path for construction and/or redevelopment techniques which are not recognized or permitted in our current codes.
- Current codes include several local amendments
 - Specific electrical and plumbing requirements
 - Optional exemption from requiring residential sprinklers for all single-family residential homes
- New Codes are more in-line with other State regulations that the Village must also enforce
 - 2018 Illinois Energy Conservation Code
 - National Americans with Disabilities Act requirements and the ANSI Standards

- Bring the Village's Codes to a similar level to other communities
- Having a similar code with other communities will help to place the Village on an even playing field when developers look for locations for projects in the area

Notable Changes

- Increased Requirements
 - Decking requirements
 - Solar Panels
 - International Pool and Spa Code
- Synchronization/Clarification
 - Illinois ADA is more in keeping with ICC now than in 2009
 - Illinois Energy Code is almost entirely the same as the IECC 2018 with a few amendments
 - Illinois Radon Resistant Code 420 ILCS 52/1 does not conflict with the updated codes and aligns with them
- Reductions/Amendments
 - Codes recognize the need to protect manufactured trusses from fire with drywall and therefor makes our local amendment regarding that obsolete
 - Maximum height for a landing and stairs that require railings will be reduced to match the national standard
 - Municipalities are directed to require operational permits for businesses that contain open flames, such as restaurants, welding/cutting operations and repair facilities
 - ✓ Staff is recommending striking this section of the Code

Any new applications submitted after January 1, 2021 should comply with the new regulations. All previous applications may continue work following the previous codes and regulations.

Board and staff discussion focused on what if the Board votes no; would stay with the 2009 Code and deal with the inconsistencies; State codes would be ahead of the Village; whether the new Code would put the Village at a disadvantage; may be more restrictive with designers; adapting quicker in the architect field; some already using the newest standard of Codes when designing; contractors need to know the changes; incorporating language into the Code; working with builders; help to not incur bigger costs; open flame inspections conducted by the Fire District; already hold standard through ICC; state recognizes amendments; be more restrictive; post adoption and codify into Village Code. There was no further discussion.

F.3. Continued Budget Workshop Discussion from the March 14, 2020 Special Committee of the Whole (If Necessary)

Item moved to the April 7th meeting date. There was no discussion.

CLOSED SESSION

There was no Closed Session held.

ADJOURNMENT

The meeting adjourned at 6:58 p.m.

Tina Touchette
Village Clerk